

**Arbor Heights PTA - Board Meeting Minutes**  
**Arbor Heights Elementary Library**  
**June 5, 2012, 7:00 p.m.**

**In Attendance** - Ann Bury, John Christensen, Christy Collins, Barb Glascock, Stacie Hart, Amanda Nokes, Lisa Olson, Meri Patton, Rosslyn Shea, Lucy Weber, David Wilkie.

**Call to Order - John**

The meeting was called to order at 7:00 p.m. Outstanding educator recipients were announced. There was a tie between Mr. Gonzales and Ms. Collins. Golden Acorn recipients were announced. There was a tie between, Meri Patton and Barb Glascock. Goodbye gifts were discussed for Mr. Ahlness and Mr. Rossi. Mr. Ahlness is retiring and Mr. Rossi is moving out of the area.

**TREASURER BUDGET - John**

Carnival - The carnival grossed \$6,700. It was projected to gross \$500. All expenses have not come in yet. Given that last year's expenses were \$4,500 it is expected the carnival will make a profit.

Raise the Paddle Excess - There is an excess of \$1,500 after paying for the Chrome books. It was discussed whether to fund Study Island or roll it over into next year's budget. The decision was made to roll it over.

End of Year Excess - There will be a total excess of \$10,000 at the end of the year so we will have \$30,000 to roll over into next year's budget. \$20,000 of that is our customary reserve.

**SCHOOL'S NEEDS - Christy**

Items for PTA Consideration - Christy presented a list of items for consideration by the PTA for next year. One of the items discussed was converting Carla's office into a Health Room. This would create a place to tend to the needs of the large number of students that come in from the playground or from PE that need TLC but not necessarily first aid. Parent volunteers would staff the room.

School Calendar - The calendar for next year should be finalized at the June 6th staff meeting. The calendar will be moved to the front page of the Communicator and will be translated into Somali and Spanish. There is a citywide Google calendar in the works to facilitate coordinating events among schools. John has heard from the Sealth PTA president regarding this.

Event Start Times - Staff have decided on a 6:00 p.m. start time for all school-sponsored events to establish consistency across events and avoid confusion. Staff are discussing taking on the Hawkathon as a school event and designating the money to be used for 5th grade camp. The PTA would then need to make up those dollars in their budget.

First Day of School 2012 - September 5th. There will be a welcome luncheon in lieu of a first-day-of-school parent get together. A PTA presence is requested at the luncheon in order to provide a warm welcome to incoming families and share our goals.

Kindergarten Meet and Greet - September 4<sup>th</sup>, 2:00 to 3:00 p.m. Christy would like a PTA presence. A kindergarten summer get together is in the works.

Curriculum Night - September 25<sup>th</sup>, 6:00 p.m. Christy would like a PTA presence at the first half hour. This takes the place of the Open House.

Read Naturally - Our reading tutors have had a significant influence on students this year. Read Naturally is a program we are looking at for next year. We would need to train volunteers to work with the students. A confidentiality policy is in the works.

Parent Ed - Bully prevention is an important topic to consider. These programs are costly. It was suggested this could be a Raise the Paddle item. Other topics suggested were computer lab training, help with mathematics, and understanding the wide spectrum of special needs in our school community.

#### **AUCTION MONEY REQUEST - Lucy**

Lucy proposed November 16th, 2012 for the auction. All agreed to the date citing its proximity to the holidays. It also allows more time for planning and procurement. The start time will be moved back to 6:00 p.m. Renting the Hall at Fauntleroy will cost \$6,800 for a Friday night. Last year's Thursday night rental was at a discounted rate. Ultimately we saved money on decorations by using the Hall at Fauntleroy as compared to the previous auction location. The cost of the auctioneer was discussed. Amanda suggested using a staff person or parent volunteer as our auctioneer stating this idea had worked well at another school. Christy noted it would be a lot of work at a busy time of year for the staff. There was discussion around the value of hiring a professional. Lucy will provide Lisa a blurb to include in the Communicator to see if anyone in our parent/staff community is interested in taking on the role of auctioneer. It was generally agreed that it would be essential to include staff in the evening's presentation. Lucy requested an increase in the auction budget from \$10,000 to \$15,000.

#### **YEARBOOK - John**

Kacy would like to provide every student a yearbook. There are 364 students. In the past we've ordered 250 books and raised money to pay for the 250. The board approved purchasing 160 additional yearbooks so that each student can have one. The order form provides families the opportunity to donate extra money which may offset some of the cost of the additional books.

#### **POPCORN MACHINE - John**

Our appeal at the carnival raised \$72 dollars towards the cost of replacing the popcorn machine. A parent has offered to try to fix the machine. If it's not fixable, we plan to buy a new machine in August.

#### **YAHOO GROUP MONITORS - John**

The monitors we have in place are Ken, John, Cori, Mark and Lisa. John has been doing most of the monitoring. He'd like to approach more people to help. It was suggested that if we expand the job to include more people we should put guidelines in place.

#### **END OF YEAR ASSEMBLY - John**

Goodbye gifts will be presented to Mr. Ahlness and Mr. Rossi. The Golden Acorn and Outstanding Educator certificates will also be presented at that time.

#### **NEXT YEAR'S FLIERS - John**

John proposed the PTA purchase paper to be used for PTA flyers. Fliers will go out with the Communicator.

### **SUMMER EVENTS - Ann**

Ann is working on organizing summer play dates for the incoming kindergarten students. The Pathfinder principal coordinates the Kindergarten get-togethers there. Christy is waiting to hear back from him.

### **GRANTS - Meri**

Meeting Planner Stipend - The steering committee wants to offer a stipend to attract an event coordinator. A steering committee member is experienced in event management and will be a great asset to whoever decides to take it on. A request was made and approved for a stipend of \$500.

Parent Unification - We need to secure a date soon with Joanne Jordan if we want her to present at a PTA meeting. October 18th was floated as a possible date.

Grantwriter for Next Year - Meri has approached both Chris Korsmo and Jennifer McNeely to consider the position. Chris is the CEO of League of Educated Voters. She's eager to be involved and is helping administer the emergency preparedness grant. It was agreed she should be asked to take on the position.

### **COMMUNICATIONS - Lisa**

Submissions for Final Issue - Lisa requested input for the Communicator. Amanda reported the plants from the plant sale would be available for pick up Friday, June 8th beginning at 2:00 p.m. in the play court. The delay in plant sale delivery was due to a medical emergency with the greenhouse manager.

Directory - There will be a directory by the end of the year. We need to decide how to distribute it. It was suggested either a PDF could be sent out to families whose e-mail addresses we have or it could be posted to a secure page on the Wiki. Christy suggested a note be included in the Communicator regarding privacy with a reminder that that directory information is for school use only. We will offer paper copies to those who request it.

2012 Communicator Schedule - The Communicator will come out twice a month.

### **NEW BUSINESS**

Volunteer Chair - John is working on finding a volunteer chair for next year. He has three leads.

PTA Meeting Schedule - Lisa suggested scheduling PTA board meetings on opposing weeks from the school board meetings. The school calendar has already been built around meetings taking place the first and third weeks of the month. School board meetings will now start at 4:15 p.m. with public comment beginning at 5:00 p.m.

Additional Volunteer Recognition - Meri suggested we do something for Merrill and Denise Aldrich to recognize their contribution to the AH community. They are moving out of state.

Field Day - Field day will likely be postponed until June 14th due to inclement weather. Christy is working on logistics related to the BBQ lunch.

Merchandise Display - Meri requested we make a display of school merchandise to encourage folks to purchase and offered to set it up. Christy will follow up.

Engaging Volunteers - Barb suggested we work to find out what is preventing people from volunteering. Perhaps it's people having to go back to work. Christy would like to know how to help reach out to parents to get them to volunteer. Lisa suggested being really specific about what you want volunteers to do, when you need them and how many you need. Ann is working on organizing summer play dates for the incoming kindergarten students. This might help create a community of volunteers. Marianne will be at the beginning-of-the-year events to approach new families about membership.

Chrome Book Update - John reported all Chrome books are here along with the modem and the carts. David reported the access points have been set up. Tami Wolley is the U-wired tech that has been working on getting the Chrome books set up. Each has to have a separate log in and password. The tech committee is meeting to address that. Students may be able to use them before the end of the year.

Thank You to Departing Board Members - John thanked Cori, Barb and Meri for all their work for the board this year.

Next Board Meeting - The next board meeting will be scheduled in August and will be held at John's home.

The meeting adjourned at 8:50 p.m.